

Chapter 5 – Reports

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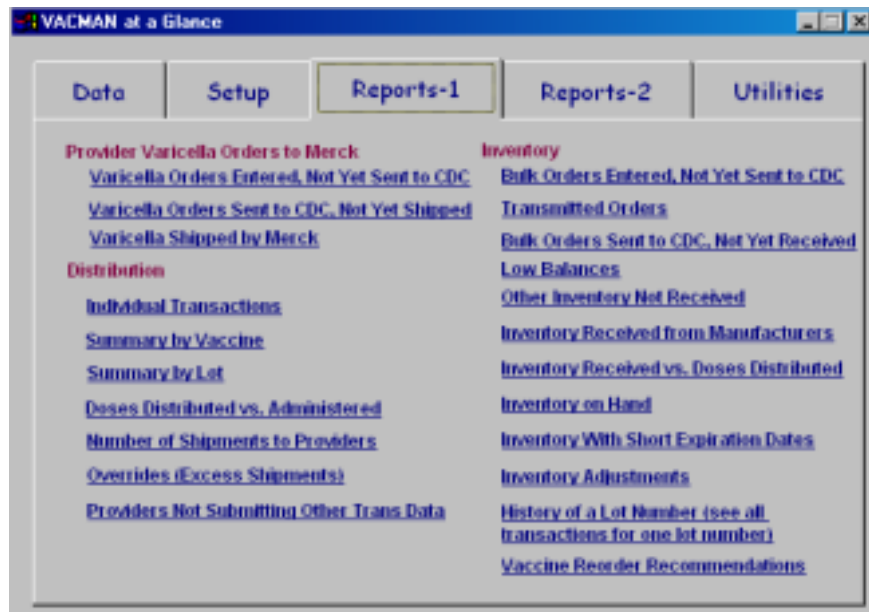
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Types of Reports

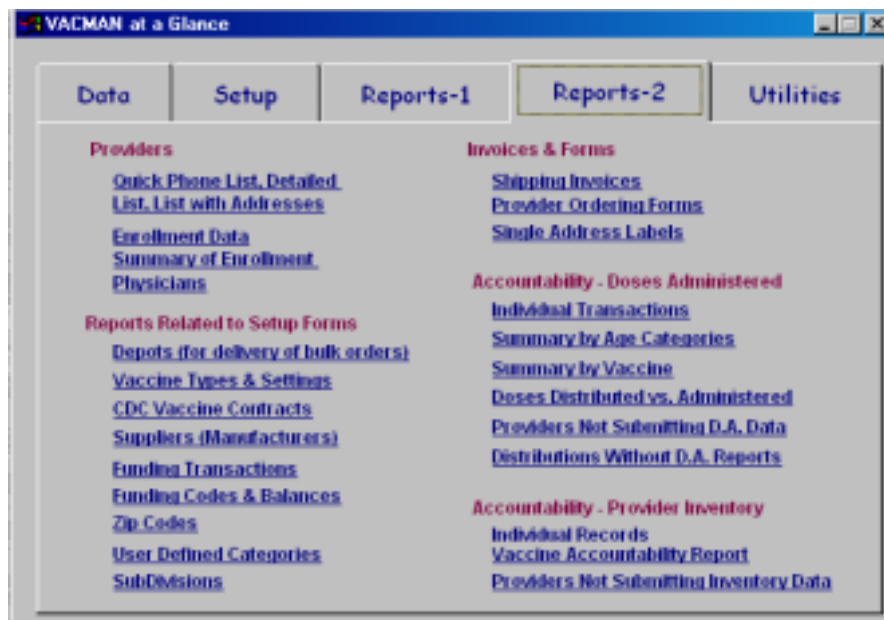
One of the most powerful VACMAN features is the ability to run reports. You can customize each report to better meet your project's needs. The various reports can provide a wide range of information to help you manage your inventory, manufacturers, depots, and providers.

Section	Description
Provider Varicella Orders to Merck	Varicella reports generate information about provider Varicella orders to Merck.
Distribution	Distribution reports generate information about provider transactions, vaccine summaries, overrides, and shipment data.
Inventory	Inventory reports generate information about bulk orders, bulk inventory, and reorder recommendations.
Providers	Providers reports generate information about providers, physicians, and enrollment data.
Reports related to Setup Forms	Setup reports generate information about all the project setup windows.
Invoices and Forms	Forms reports generate information about shipping invoices, order forms, and labels.
Accountability: Doses Administered	Doses Administered (DA) reports generate information about individual records, summary by age categories, summary by vaccine, DA vs. distributed, providers not submitting DA data, Distributions without DA reports.
Accountability: Provider Inventory	Provider Inventory reports generate information about individual records, vaccine accountability and providers not submitting inventory data.

Reports-1 Tab



Reports-2 Tab



Navigation in Reports

Many of the reports in VACMAN 3 use the same type of navigation when you are selecting criteria for running a report. Refer to the following image and table for an overview of some of these common functions:

Report Selection Criteria

Individual Transactions

Reporting Options:



All Transaction Types (All Action Codes, including Shipped) ▼

Date Range: 01/01/2000 06/07/2002 **PIN Range:** 026996 026996 **Sort Order:** PIN, Date, Vaccine Type ▼

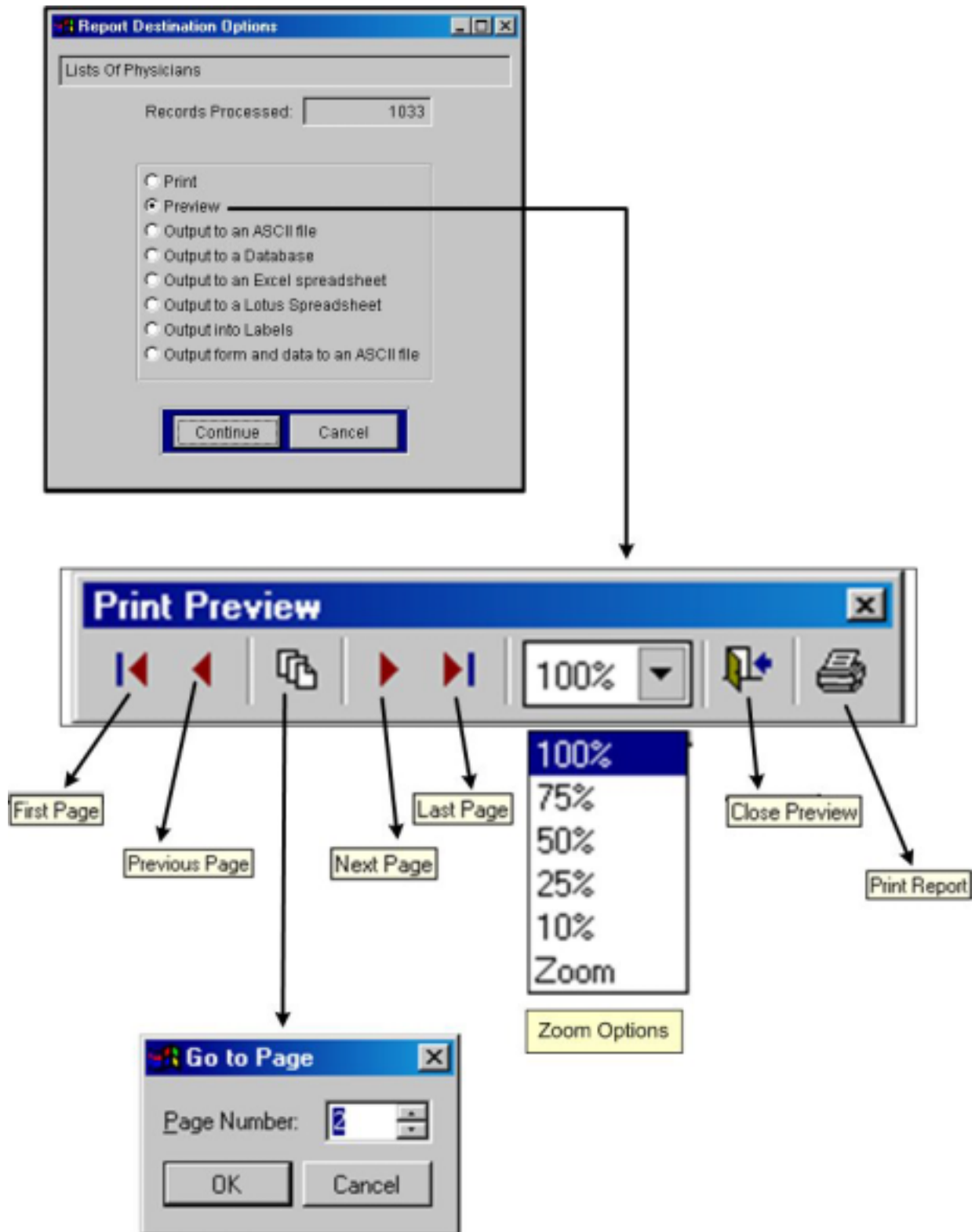
Depots : ALL ▼ Vaccines : ALL ▼ Manufacturer : Lot : ALL ▼ Sectors : 3 - ALL ▼

Counties : ALL ▼ Area : ALL ▼ Ship To? : ALL ▼ H01 Priv : ALL ▼ H02 Pub : ALL ▼

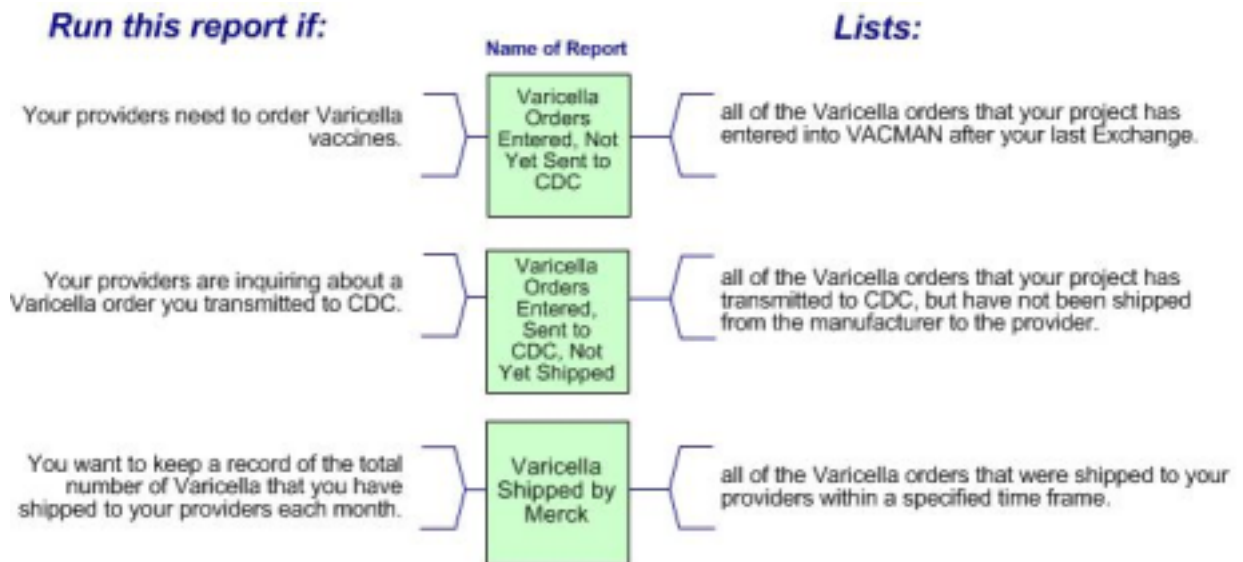
Default Continue Cancel

For this field...	perform this function...	in order to select...
Starting Date	Double-Click	the beginning date of THIS month.
Ending Date	Double-Click	the end of THIS month.
PIN Range	Double-Click	all PIN values.
Any combo box 	Click-on the arrow ▼	a list of available choices for this field.
	Click on this button	allow for the following settings: <ul style="list-style-type: none"> • ALL selected. • DATE RANGE: Beginning Date and End Dates of the <u>current</u> month. • If a drop-down list is present, the first item.

Print Preview Options



Provider Varicella Orders Quick Reference Guide



Provider Varicella Orders to Merck Reports

Varicella Orders Entered, Not Yet Sent to CDC

This report lists all of the Varicella orders that your project has entered into VACMAN after your last Exchange. Thus, these orders have not been transmitted to CDC. This report includes:

- Order date
- Funding code
- Number of doses ordered
- Provider's PIN, contact information and phone number
- Shipping address and special instructions

Run this report to see which Varicella orders have not been transmitted.

Varicella Orders Sent to CDC, Not Yet Shipped

This report lists all of the Varicella orders that your project has transmitted to CDC, but have not been shipped from the manufacturer to the provider. This report includes:

- Order date
- Number of doses ordered
- PIN
- Funding code
- Vaccine
- Transmit Date, Order Status
- CDC P.O. Date and Number
- Number of doses that were approved and value
- Provider Name, Contact Name, and phone number

Run this report if your providers are inquiring about a Varicella order you transmitted to CDC.

Varicella Shipped by Merck

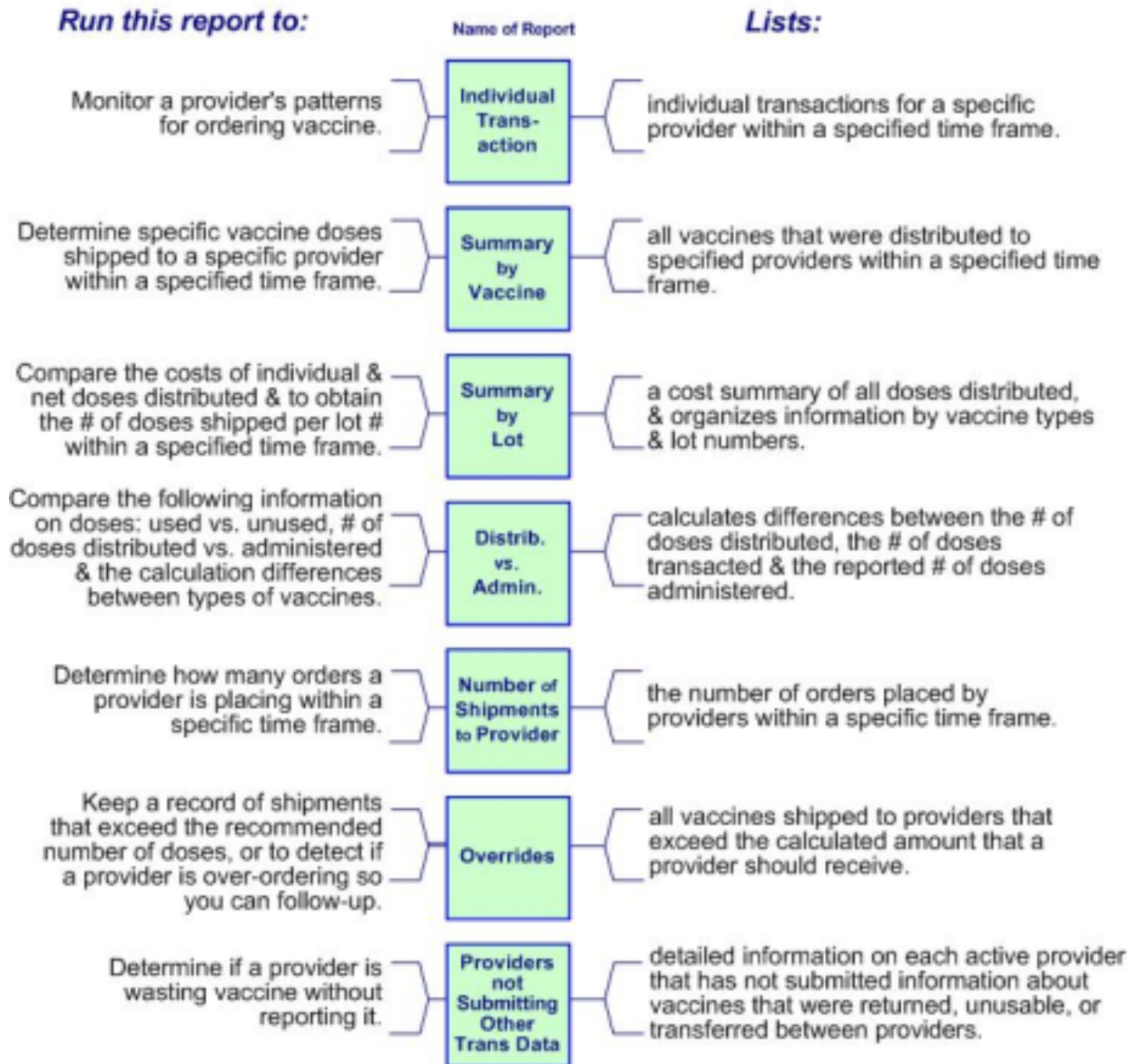
This report lists all of the Varicella orders that were shipped to your providers within a specified time frame. The information listed on this report includes:

- Order date
- Number of doses ordered
- PIN
- Providers name, city and phone
- Funding code
- Date the order is approved
- PO number
- Number of doses that were approved
- Number of doses that were shipped and the monetary value of the shipment
- Date the order was shipped and the current status of the order
- Lot number, expiration date, and tracking number

Run this report to keep a record of the total number of Varicella vaccines that you have shipped to your providers each month. You would also run this report to obtain a benchmark for the number of Varicella vaccines your project must send to a provider each month.

Distribution Reports Quick Reference Guide

Distribution reports generate information about provider transactions, overrides, & missing distribution data.



Distribution Reports

Individual Transactions

This report lists individual transactions for a specific provider within a specified time frame. The information listed on this report includes the:

- Provider name PIN
- Location from which the vaccine originated
- Date of each transaction
- Vaccine type
- Lot number
- Expiration date
- Transaction type (returned, wasted, lost, etc.)
- Number of doses
- Cost per dose
- Value
- Total value of the transaction

Run this report to monitor a provider's patterns for ordering vaccine.

Summary by Vaccine

This report lists all vaccines that were distributed to specified providers within a specified time frame. Sorting options include date for each provider and date summarized for each provider; and reporting options include shipped, returned, and spoiled. The information listed on this report includes the:

- Provider name
- PIN
- The date of each transaction
- Number of vaccines shipped for each vaccine type
- Total number of each vaccine shipped for the specified time frame

Run this report to determine how many doses of a specific vaccine was shipped within a specified time frame and a list of the providers where they were shipped.

Summary by Lot

This report lists a cost summary of all doses distributed, and organizes the information by vaccine types and lot numbers. The information listed on this report includes the:

- Vaccine name
- Lot number
- Manufacturer
- Cost per dose
- Number of doses distributed
- Total value of the doses distributed
- Net number of doses distributed (the number of doses distributed less the number of viable doses returned)
- Total value of the net doses distributed

Run this report to compare the costs of individual and net doses distributed. Also run this report to obtain the number of doses shipped per lot number within a specified time frame.

Doses Distributed vs. Administered

This report calculates the differences between the number of doses distributed, the number of doses transacted (wasted, spoiled, returned, etc.), and the reported number of doses administered (obtained from the Vaccines window). Vaccines for this report must have either a distribution or doses administered record within the specified dates. The information listed on this report includes the:

- Vaccine type
- Number of doses sent
- Number of viable doses returned
- Number of doses transferred in
- Number of doses transferred out
- Number of doses spoiled and lost
- Number of doses expired
- Total number of doses not usable
- Percent of doses not usable
- Net number of doses acquired
- Total number of doses administered
- Number of doses acquired less the total number of doses administered
- Percent of doses used
- Grand total for each of these categories (listed above)

Run this report to compare the percentages of doses used and unused, the number of doses distributed to the number of doses administered, and the calculation differences between types of vaccines. This report is also useful for site visits to show providers the quantities of vaccines you provide them within specific time frames.

Number of Shipments to Providers

This report lists the number of orders that are placed by providers within a specific time frame. The information listed on this report includes the:

- PIN
- Provider name
- Number of vaccine shipments to the provider for a specified time frame
- Date of the last shipment within the specified time frame
- Total number of shipments within the specified time frame
- Total number of providers
- Average number of shipments per provider
- Number of days within the specified time frame

Run this report to determine how many orders a provider is placing within a specific time frame. It can help you to determine which providers are abusing their ability to place orders.

Overrides (Excess Shipments)

This report lists all vaccines shipped to providers that exceed the calculated amount that a provider should receive. For example, if provider “A” is allowed 2000 doses of MMR vaccine per month, but there is an outbreak in that provider's area, your project would override the 2000 doses and ship the additional doses the provider needed to treat the outbreak. Then, you could print this report to show the additional vaccines you shipped the provider. The information listed on this report includes the:

- Date the vaccines were shipped
- PIN
- Provider name
- Type of vaccine
- Number of doses shipped
- Reason for the override

Run this report to keep a record of shipments that exceed the recommended number of doses, or to detect if a provider is over-ordering so you can follow-up.










Providers Not Submitting Other Trans Data

This report lists detailed information on each active provider that has not submitted any information about vaccines that were returned, unusable, or transferred between providers. The information listed on this report includes the:

- PIN
- Provider name
- Mailing contact name
- Phone number
- Date of last shipment
- Date the provider was VFC certified
- Total number of eligible children through 18-years-old
- Parent Provider PIN
- Record count

Run this report to determine which providers have not reported any wastage for a period of time.

Inventory Reports Quick Reference Guide

Report	Details	Summary
Entered Not Sent	Per depot / vaccine / date	Bulk Orders Entered, Not Yet Sent to CDC
Transmitted	Per depot / vaccine / date / \$	Bulk Orders Transmitted to CDC
Sent not Received	Per depot / vaccine / date / \$	Bulk Orders Sent to CDC, Not Yet Received
Low Balances	All usable vaccines in inventory that have an amount below the defined minimum dosage level.	 Low Inventory Balance
Other Inv. not Rcvd.	Per depot / vaccine / date / \$	Other Inventory Not Received 
Inv. Rcvd. from Manuf.	Expired, Unexp. Dates Depots Vaccines Lots Funding	Inventory Received from Manufacturers 
Inventory Received vs. Doses Distribute	Per depot / vaccine / date	Inventory Received vs. Doses Distributed 
On Hand	Per depot / vaccine / date / \$	Inventory On Hand 
Short Date	Per depot / date	Inventory with Short Expiration Dates 
Adjustments	Per depot / date / vaccine / lot	Inventory Adjustments (+ , -) 
History		History Of A Lot Number 
Recom Re-order		Vaccine Reorder Recommendations 

Inventory Reports

Bulk Orders Entered, Not Yet Sent to CDC

This report lists all of the Bulk orders that your project has entered into VACMAN since your last Exchange. Thus, these orders have not been transmitted to CDC. The information listed on this report includes the:

- Order date
- Vaccine type
- Manufacturer
- Funding code
- Number of doses ordered
- Depot PIN
- Name of Project, Depot or Provider
- Address
- Optional order number

Run this report if your depot(s) needs vaccines.

Transmitted Orders

This report details information about each vaccine order. Information listed includes:

- Order Date and Number
- Vaccine Type
- Funding Source
- PIN of Project or Depot
- Doses Ordered and Received
- Date Transmit and Last Received
- Order Status
- CDC P.O. Date and number
- Doses Approved, Cost/Dose and Value
- Contract Number and Manufacturer Seek ID

Run this report to verify an order has been transmitted.

Bulk Orders Sent to CDC, Not Yet Received

This report lists all of the Bulk orders that your project has transmitted to CDC, but have not been shipped to your depot. The information listed on this report includes the:

- Order date and number
- Vaccine type
- Funding code
- Depot PIN
- Number of doses ordered and received
- Date the order was transmitted and received at CDC
- Order status
- CDC PO date and number
- Number of doses approved

- Cost per dose
- Total value of the shipment
- Manufacturer, contract number and NDC number

Run this report if you want to know if your depot sent an order to CDC, if an order has been approved, or the current status of an order.

Low Balances

This report of vaccines with low balances, lists all usable vaccines in inventory that have an amount below the defined minimum dosage level. Information includes:

- Vaccine type
- Vaccine description
- Project / Depot
- Low Balance Threshold
- Doses on Hand

Run this report to determine if you need to order vaccines.

Other Inventory Not Received

This report lists information about orders/inventory that are placed outside of CDC. The information listed on this report includes the:

- Vaccine type
- Depot PIN
- Funding
- Lot number
- Manufacturer
- Cost per dose
- Contract number
- Order date
- Order number
- Number of doses ordered

Run this report to see the dates you placed non-CDC orders, the funding that was used, the quantities ordered, and the costs for the orders.

Inventory Received from Manufacturers

This report lists all of the Bulk orders that were shipped to your depot(s) within a specified time frame. The information listed on this report includes the:

- Vaccine type
- Lot number
- Funding code and PIN
- Date the order was received
- Expiration date
- Number of doses received and how many units received
- Total value of the shipment
- Cost per dose

- Manufacturer
- Contract number
- Number of vaccines ordered and transmitted
- Number of vaccines ordered and approved
- P.O. Date and number

Run this report to keep a record of the total number of Bulk shipments and individual vaccines you ordered and received.

Inventory Received vs. Doses Distributed

This report lists comparisons between vaccines received and vaccines distributed. The information listed on this report includes the:

- Vaccine type
- Lot number
- Depot PIN
- Date the vaccine was received in the depot
- Number of doses received
- Number of doses distributed
- Number of viable doses returned
- Stock adjustments
- Number of doses on hand
- Date the doses were last distributed
- Expiration date

Run this report to obtain an average of how long it takes to distribute vaccine after it has been received, and to see any stock adjustments you make within a specified time frame.

Inventory on Hand

This report lists the inventory that your depot has on hand. The information listed on this report includes the:

- Vaccine type
- Lot number
- Manufacturer
- Depot PIN
- First date the vaccine was received
- Number of doses on hand
- Number of units on hand
- Value on hand
- Number of doses per unit
- Expiration date
- Number of months until the doses expire

Run this report to send to your depot, so your depot representative can compare your VACMAN inventory with your actual inventory in the depot. In other words, it compares your actual inventory with your expected inventory.

Inventory with Short Expiration Dates

This report lists your entire available inventory that is short-dated and the number of days until it expires. You determine the short date in the Setup/Miscellaneous window. The information listed on this report includes:

- Vaccine type
- Lot number
- Manufacturer
- Depot PIN
- Number of doses on hand
- Expiration date
- Number of days until the vaccines expire

Run this report to help distribute vaccines to your providers before they expire or to see how often and how many of your vaccines expire before you can distribute them. Overall, it helps to better manage inventory and prevent wasted vaccines.

Inventory Adjustments

This report lists all additions and subtractions to your inventory on hand. The information listed on this report includes the:

- Date of the adjustment
- Vaccine type
- Lot number
- Depot PIN
- Action taken (whether vaccine was added or subtracted)
- Number of doses adjusted
- Notes

Run this report to view all of the adjustments your depot made within a specified time frame. The notes section of this report is valuable because you can record and review explanations for each adjustment. For example, an employee might leave a note that he subtracted 10 doses MMR from the inventory because he dropped the package and the vials broke.

History of a Lot Number (see all transactions for one lot number)

This report lists a detailed history of vaccine by lot number. You can organize the data further by transaction type or transaction date. The information listed on this report includes the:

- Transaction type
- Transaction date
- Transaction description (including the PIN and name of the location where lot was shipped)
- Number of doses
- Remaining doses available

Run this report to view the distribution of a vaccine or track a vaccine if the manufacturer recalls a specific lot, so that you could contact the providers to recall your vaccine.

Vaccine Reorder Recommendations

This report lists the number of vaccines ordered and distributed, the average number of days it takes to receive a specific vaccine, and the recommended action to take for reordering the vaccine. The information listed on this report includes the:

- Vaccine type
- Number of doses distributed
- Average daily distribution
- Number of doses on hand
- Number of days left on hand
- Number of doses currently ordered but not yet received
- Reorder point
- Restock level
- Stock level in a specific number of days
- Order frequency
- Delivery time
- Recommended action

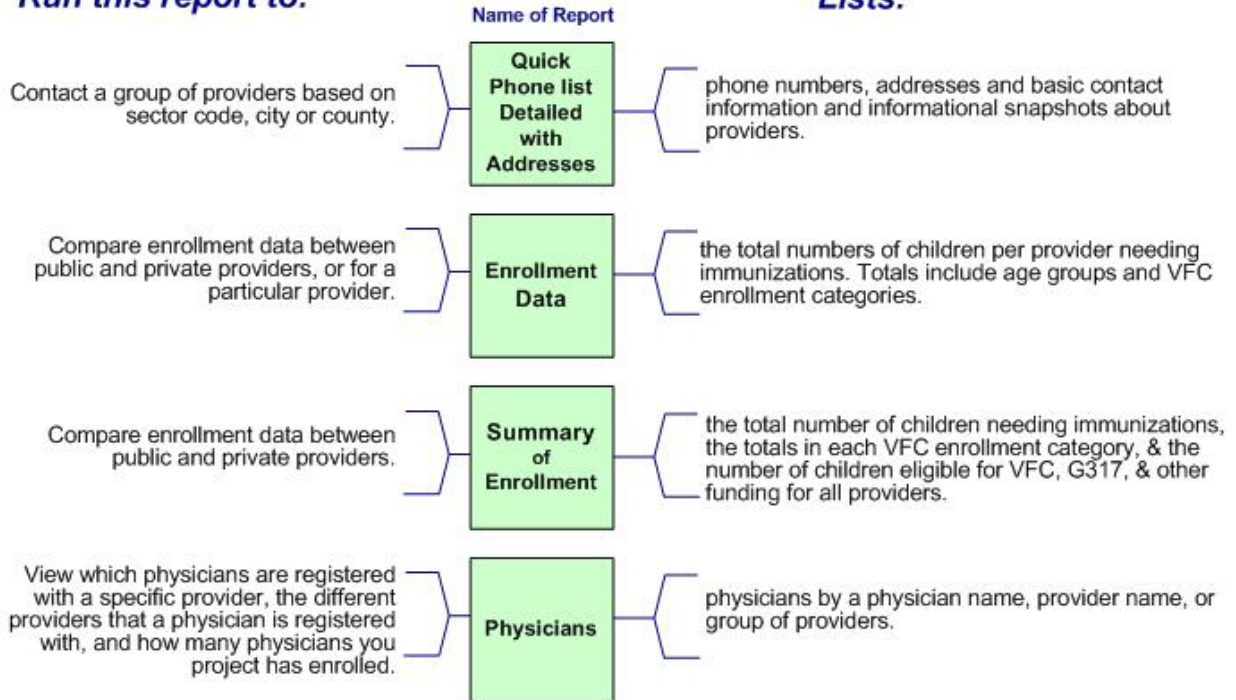
Run this report to determine if you should order vaccine, based on you pre-chosen parameters for ordering.

Providers Reports Quick Reference

Providers reports generate information about providers, physicians, and enrollment data.

Run this report to:

Lists:



Providers Reports

Quick Phone List Report

The information listed on this report includes the:

- PIN
- Provider's last name or the facility name
- Phone number
- Fax number
- Name of the shipping contact
- Name of the mailing contact
- Record count

Run a Quick Phone List report when you need to call a group of providers.

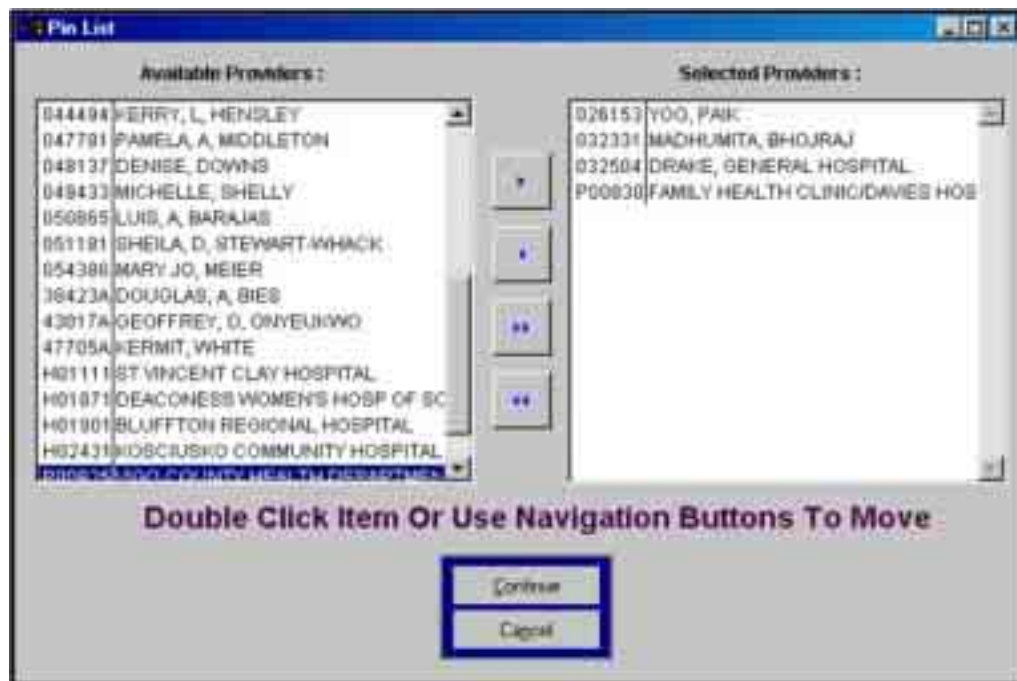
Sort Order Options

Use the Sort Order drop down box to sort your report by:

- Provider Name
- PIN
- City, Provider Name
- Zipcode, Provider Name
- County, Provider Name
- Subdivision, Provider Name
- Alpha ID

PIN List Selection Box

Double click on an item or use the navigation buttons to move one or all items to either side of the list box.



Detailed List Report

The information listed on this report includes the:

- Criteria for the phone list
- Order by which the data is presented
- Provider PIN
- Provider's last name or the facility name
- Phone number
- Fax number
- Name of the shipping contact
- Name of the mailing contact
- Age groups
- Number of VFC candidates
- Number of G317 candidate
- Number of candidates that qualify for "other" funding
- Subdivision, city, or county
- Sector and certified
- User named categories
- Additional ID field information

Run a Detailed List report when you need to contact a groups of providers based on their candidates' funding eligibility.

List With Addresses Report

The information listed on this report includes the:

- PIN
- Provider's last name or the facility name
- Mailing and Shipping Contacts
- Phone number
- Fax number

Run a List with Addresses report when you are mass mailing information to a specific group of providers.

Enrollment Data

This report lists, per provider, the total numbers of children needing immunizations. The totals are listed per age group and further categorized into the VFC enrollment categories. The information listed includes the:

- PIN
- Provider's last name or the facility name
- Mailing contact
- Phone number
- Age groups
- Total number of candidates needing immunizations
- Total number of candidates who are enrolled for Medicaid
- Total number of candidates who are uninsured
- Total number of candidates who are American Indian and Alaskan Native
- Total number of candidates who are underinsured
- Total number of VFC-funded children
- Total number of G317-funded children
- Total number of State-funded children
- Grand totals for all providers listed

Run this report to review enrollment data for a provider.

Summary of Enrollment

This report lists the total number of children needing immunizations, the total number of children in each VFC enrollment category, and the total number of children eligible for VFC, G317, and other funding for all providers (by age group for each combination of enrollment data types). This report also includes a grand total for each of the above descriptions for all providers. The information listed on this report includes the:

- Sources of enrollment data
- Age groups
- Total number of candidates needing immunizations
- Total number of candidates who are enrolled for Medicaid
- Total number of candidates who are uninsured
- Total number of candidates who are American Indian and Alaskan Native
- Total number of candidates who are underinsured
- Total number of VFC-funded children
- Total number of G317-funded children
- Total number of State-funded children
- Grand totals for all children in each category all providers listed

Run this report to compare enrollment data between public and private providers.

Physicians

This report lists physicians by a physician name, provider name, or group of providers. It includes:

- Provider PIN
- Provider name
- Physician name
- Medicaid number
- Medical license number
- Physician ID
- Data entered in the two additional customized categories

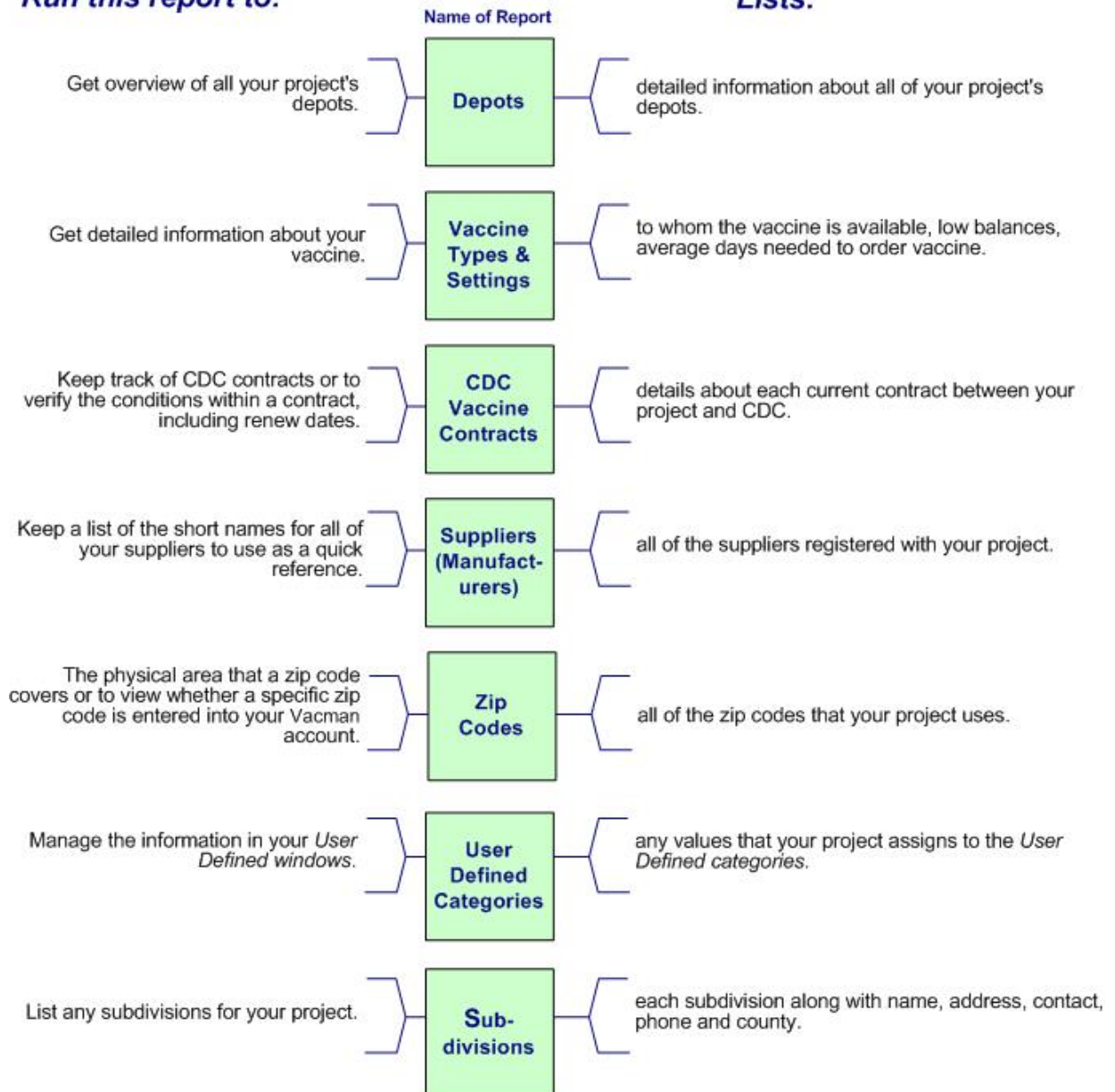
Run this report to view which physicians are registered with a specific provider, the different providers that a physician is registered with, and how many physicians your project has enrolled.

Reports Related to Setup Forms Quick Reference

Setup reports generate information about all the project setup forms.

Run this report to:

Lists:



Reports Related to Setup Forms

Depots (for delivery of bulk orders)

This report lists detailed information about all of your project's depots. This report includes:

- Depot PIN
- Depot name
- Phone number
- Fax number
- Shipping address
- Mailing address

Run this report to print an overview of all your project's depots.

Vaccine Types and Settings

This report lists detailed information about your project's vaccine types. This report includes:

- Sort order
- Vaccine code
- Vaccine code shortcut
- Invoice and order form
- Active status
- Public or Private status
- Minimum provider order number
- Low balance number
- Stock level
- Order frequency
- Delivery time
- Maximum doses administered

Run this report to review details about your vaccine.

CDC Vaccine Contracts

This report lists details about each current contract between your project and CDC. This report includes:

- Date the contract begins
- Date the contract ends
- Manufacturer
- Cost per dose
- Contract number
- Minimum number of doses
- Vial size
- Package size
- Description
- NDC number

Run this report to keep track of when your contracts with CDC expire or to verify the conditions within a contract.

Suppliers (Manufacturers)

This report lists all of the suppliers registered with your project. This report includes:

- Supplier's short name (maker)
- Supplier's long name

Run this report to keep a list of the names for all of your suppliers to use as a quick reference.

Funding Transactions

Run a report to view a high-level snapshot of the available funding for each vaccine. This report includes:

- Beginning amount
 - Date
 - PIN
 - Vaccine
 - Transaction description
 - Doses
 - Cost per dose
 - Debit
 - Balance
-

Funding Codes & Balances

The Funding Code report lists the dates and available amounts of funding per vaccine. The Transactions and Balances report lists by date the transactions and balances for specified vaccines.

- Funding Code
 - Short Name
 - Amount Date
 - Funding Amount
 - Adjustment
 - Vaccine Orders dollar amount
 - Current Balance
 - Full Name
-

Zip Codes

This report lists all of the zip codes that your project uses. The information listed on this report includes the:

- Zip code
- City
- County
- State

Run this report to view the physical area that a zip code covers or to view whether a specific zip code is entered into your VACMAN account.

User Defined Categories

This report lists any values that your project assigns to the User Defined categories. This report includes:

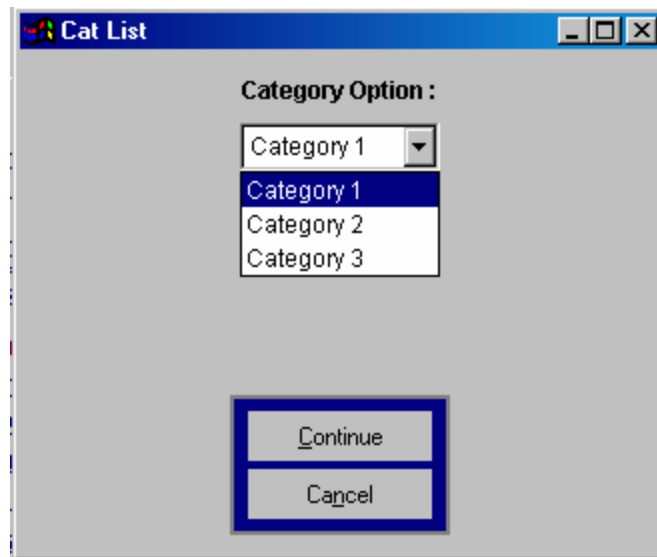
- Defined category field entry
- Name

- Address
- Contact name
- Phone
- County

Run this report to manage the information in your User Defined windows.

Category Option – Drop Down Selection Box

The following window opens when a User Defined Category Report is requested.



Subdivisions

This report lists any values that your project assigns to the User Defined categories. The information listed on this report includes the:

- Defined category field entry
- Name
- Address
- Contact name
- Phone
- County

Run this report to manage the information in your User Defined windows.

Invoices and Forms Quick Reference

Setup reports generate information about all the Project setup forms.



Forms Reports

Shipping Invoices

This report lists all of the information necessary to ship vaccine from a manufacturer to a provider. The information listed on this report includes the:

- Shipment date
- PIN
- “Shipped from” information, including phone and fax
- “Shipped to” information, including phone and fax
- Delivery instructions
- Vaccine types within the shipment
- Manufacturers
- Lot numbers
- Expiration dates
- Number of doses
- Number of vials
- Total costs per vaccine type
- Total value of the shipment
- Additional instructions

If your project depot is shipping vaccine, you will need to print shipping invoices. You have the option of printing up to three copies of the invoice for each order. You can print these copies with or without shipping instructions. CDC recommends printing these with shipping instructions, since you can give providers additional information about the order.

office copy INDIANA IMMUNIZATION PROGRAM Shipping Invoice #1						
Shipment Date: 06/12/2002			PIN: 032504			
SHIPPED FROM: GIY-GENERAL INJECTABLES & VACCINES RT 21-52 TERRACE HILL BASTIAN, VA 24314-			TO: DR DRAKE RAMORA DRAKE GENERAL HOSPITAL MD 123 MAIN STREET SUITE A1 MAGNOLIA, IN 47932-			
Phone: (800) 475-6475			Phone: (555) 555-1234			
Fax: (540) 688-2016			Fax: (765) 793-7648			
Delivery Instructions:			NO DELIVERY MON- FRI 12P-1P AND WEEKENDS			
Vaccine	Manufact.	Lot Number	Expires	Doses	Vials	Cost
DT - PED	AVENTIS	U0306AC	05/02/2003	10	1	\$0.00
DTaP	AVENTIS	U0547BA	07/18/2003	20	2	\$265.00
DTaP/HIB*	AVENTIS	U04930C	07/18/2003	10	2	\$234.00
IPV POLIO	AVENTIS	U1233-2	09/26/2004	10	1	\$88.00
HEP B-PF	MSD	0216M	02/22/2005	10	10	\$90.00
HIB	MSD	0354M	02/20/2005	10	10	\$83.20
M MR	MSD	0234M	04/04/2004	10	1	\$156.40
TD - ADULT	AVENTIS	U0520AA	01/11/2004	10	1	\$71.00
Total value of this shipment (this is not a bill):						\$987.60

xls,
ude

Provider Ordering Forms

This report lists all of the required information that must be collected to place an order. It includes:

- Name, address, and phone numbers where the form should be returned
- Name, address, and phone numbers for whom the form is prepared
- Numbers of children to be immunized (listed by age groups)
- Delivery instructions
- Instruction to complete the form
- Vaccine name
- Number of doses requested
- Minimum number of doses per shipment

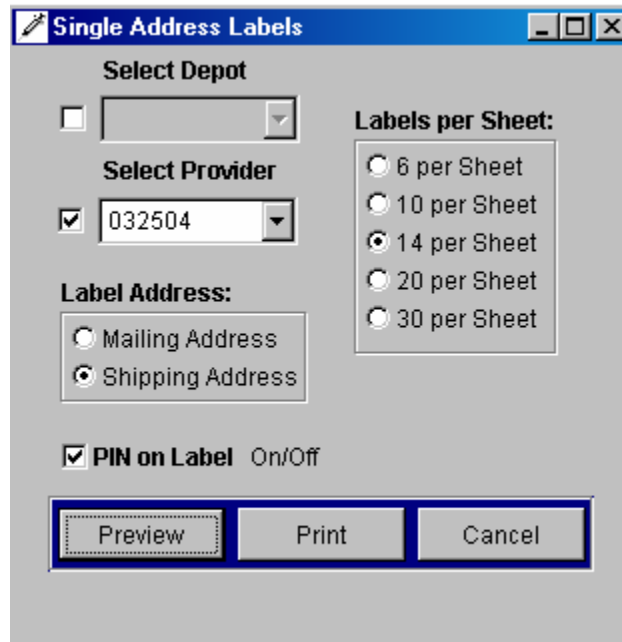
Below is an example of an ordering form that a provider can use to order vaccines from your project.

Vaccine Ordering Form		PIN: 032504
RETURN THIS FORM TO: INDIANA IMMUNIZATION PROGRAM INDIANA STATE DEPT. OF HEALTH 2 NORTH MERIDIAN ST. INDIANAPOLIS, IN 46204 Phone: (317) 233-7560 Fax: (317) 233-3719	PREPARED FOR: DR DRAKE RAMORA DRAKE GENERAL HOSPITAL MD 123 MAIN STREET SUITE A1 MAGNOLIA, IN 47932- Phone: (555) 555-1234 Fax: (765) 793-7648	
Expected total of children less than 1 year of age to immunize: 100	Subset of children <1 year, VFC eligible: 75 Other < 1 year eligible for free vaccines: 25 Total children eligible for free vaccines: 100	
Delivery instructions on file: NO DELIVERY MON- FRI 12P-1P AND WEEKENDS		
INSTRUCTIONS FOR COMPLETING THIS FORM:		
Please fill in the number of doses that you are requesting for these two vaccines.		
Vaccine:	Doses Requested:	Minimum Doses Per Shipment:
DTaP	_____	10
DTaP+HIB*	_____	5
DT - PED	_____	10
TD - ADULT	_____	10
HIB/HEP B	_____	1
IPV POLIO	_____	10
M M R	_____	10
HEP B-PED	_____	10
HIB	_____	1
MM	_____	5
VARICELLA	_____	10
HBIG	_____	1
FLU	_____	10
HEP B-PF	_____	1
PNU 7	_____	1
HEP AB	_____	1
HEP AB18	_____	1
Please sign: _____		Date: _____
Printed March 4, 2003 at 09:23:41		VACMAN3.00B FormPrevord2 Page 1

Single Address Labels

This report lists all of the required information that must be collected to place an order. The information listed on this report includes the:

- Name, address, and phone numbers where the form should be returned
- Refer to the options available in the single address label window below:



Example of a preview of single address labels for a selected provider.

DR DRAKE RAMORA DRAKE GENERAL HOSPITAL MD 123 MAIN STREET SUITE A1 MAGNOLIA, IN 47932-	032504	DR DRAKE RAMORA DRAKE GENERAL HOSPITAL MD 123 MAIN STREET SUITE A1 MAGNOLIA, IN 47932-	032504
DR DRAKE RAMORA DRAKE GENERAL HOSPITAL MD 123 MAIN STREET SUITE A1 MAGNOLIA, IN 47932-	032504	DR DRAKE RAMORA DRAKE GENERAL HOSPITAL MD 123 MAIN STREET SUITE A1 MAGNOLIA, IN 47932-	032504

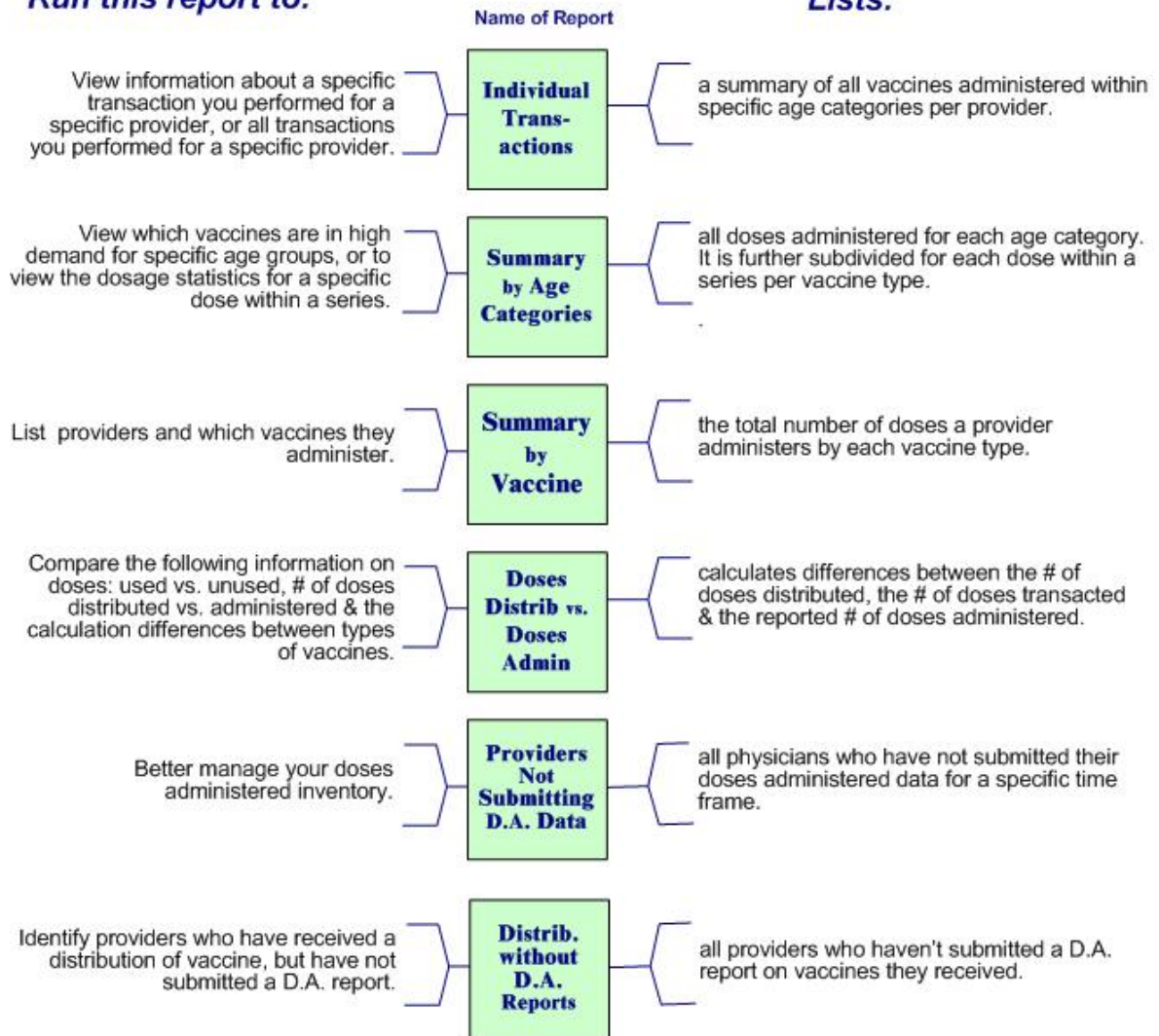
Accountability Reports Quick Reference – Part 1

Accountability reports generate information about individual records, discrepancies between the data a provider reports & the data keyed into VACMAN, and missing inventory information that a provider has not reported to your project.

Accountability reports are divided into two categories: **Doses Administered** and **Provider Inventory**.

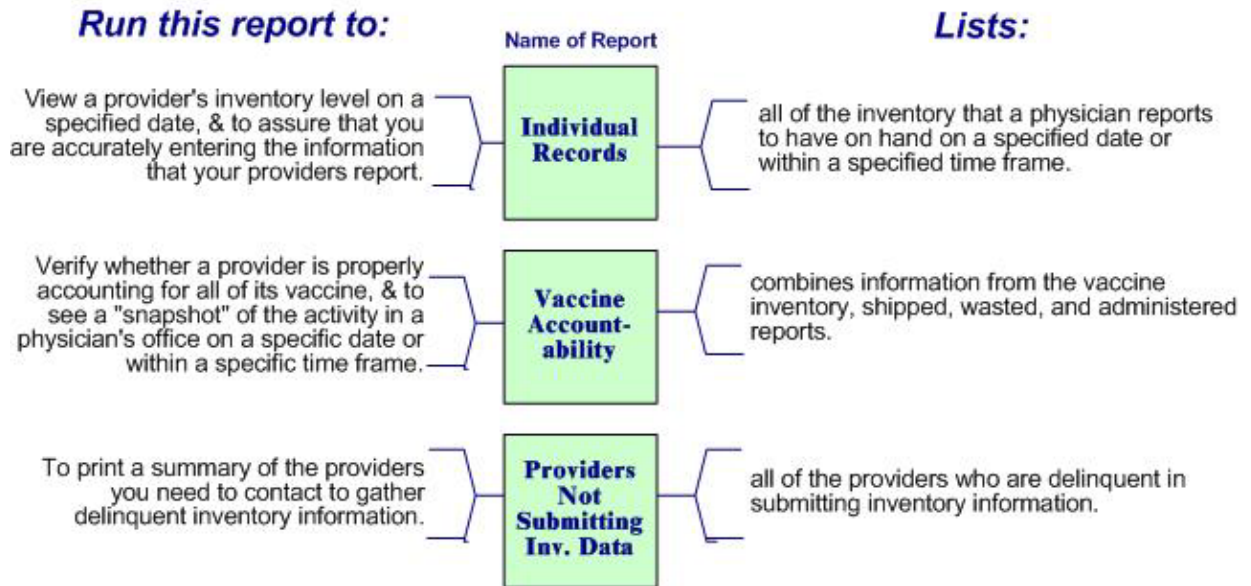
Run this report to:

Lists:



Accountability Reports Quick Reference –Part 2

Accountability - Provider Inventory reports



Accountability Reports – Doses Administered

Individual Transactions

This report lists a summary of all vaccines administered within specific age categories per provider. The information listed on this report includes the:

- Provider PIN
- Ending date
- Vaccine type
- Total number of doses in a series
- Total number of candidates within specified age categories who received the vaccine

Run this report to view information about a specific transaction you performed for a specific provider, or all transactions you performed for a specific provider.

Summary by Age Categories

This report lists all doses administered for each age category. The number of doses administered is further subdivided for each dose within a series per vaccine type. The information listed on this report includes the:

- Vaccine type
- Number of doses in a series
- Total number of candidates within specified age categories who received the vaccine
- Grand total of doses administered per vaccine

Run this report to view which vaccines are in high demand for specific age groups, or to view the dosage statistics for a specific dose within a series.

Summary by Vaccine

This report lists the total number of doses a provider administers for each vaccine type. The information listed on this report includes the:

- PIN
- Provider name
- Total number of doses administered per vaccine type

Run this report to list providers and which vaccines they administer.

Doses Distributed vs. Administered

This report calculates the differences between the number of doses distributed, the number of doses transacted (wasted, spoiled, returned, etc.), and the reported number of doses administered (obtained from the Vaccines window). Vaccines for this report must have either a Distribution or Doses Administered record within the specified dates. The information listed on this report includes the:

- Vaccine type
- Number of doses sent
- Number of viable doses returned
- Number of doses transferred in
- Number of doses transferred out
- Number of doses spoiled and lost
- Number of doses expired
- Total number of doses not usable
- Percent of doses not usable
- Net number of doses acquired
- Total number of doses administered
- Number of doses acquired less the total number of doses administered
- Percent of doses used
- Grand total for each of these categories (listed above)

Run this report to compare the percentages of doses used and unused, the number of doses distributed to the number of doses administered, and the calculation differences between types of vaccines. This report is also useful for site visits to show providers the quantities of vaccines you provide them within a specific time frame.

Providers Not Submitting D.A. Data

This report lists all physicians who have not submitted their doses administered data for a specific time frame. The information listed on this report includes the:

- PIN
- Provider name
- Mailing contact name
- Phone number
- Date that the provider was VFC certified
- Total number of eligible children
- Parent PIN
- Record count

Run this report to better manage your doses administered inventory. This report lists providers you need to contact to gather the necessary information to keep your records current.

Distributions without D.A. Reports

This report lists all of the providers who have received a distribution of vaccine but have not reported their doses administered to your project. Information on this report includes the:

- PIN
- Provider name
- Mailing contact name
- Phone number
- Fax number

Run this report to print a summary of the providers you need to contact to gather delinquent doses administered information.

Accountability Reports – Provider Inventory

Individual Records

This report lists the entire inventory that a provider reports to have on hand on a specified date or within a specified time frame. The information listed on this report includes the:

- PIN
- Provider name
- Reporting date
- Vaccine type
- Lot number (optional)
- Number of doses on hand

Run this report to view a provider's inventory level on a specified date, and to assure that your employees are accurately entering the information that your providers report.

Vaccine Accountability Report

This report combines information from the vaccine inventory, shipped, wasted, and administered reports. The information listed on this report includes the:

- Vaccine type
- Reported inventory for a specified date
- Number of doses sent
- Number of viable doses returned
- Number of doses transferred in
- Number of doses transferred out
- Total doses available
- Number of doses wasted/expired
- Total number of doses administered
- Expected inventory
- Computed inventory
- Reported inventory for a specific date
- Reported differed than expected
- Percent Wasted/Expired
- Percent unaccounted
- Total percent
- Percent over

Run this report to verify whether a provider is properly accounting for all of its vaccine, and to see a "snapshot" of the activity in a physician's office on a specific date or within a specific time frame. This report can give you specific information regarding how well a provider is utilizing vaccine.

Providers not Submitting Inventory Data

This report lists all of the providers who are delinquent in submitting inventory information. The information listed on this report includes the:

- PIN
- Provider name
- Mailing contact name
- Phone number
- Date VFC certified
- Total number eligible children (through 18 years old)
- Parent PIN
- Record count

Run this report to print a summary of the providers you need to contact to gather delinquent inventory information.
